[This document contains instructions for operating a PC that follows our recommended standards. It is for average users.]

Instructions for Powering your PC

These instructions explain how to turn your PC on and off, and make the best use of the "sleep" state. Fully understanding this allows you to maximize convenience, avoid accidentally turning it on or off, and save energy by using sleep or turning it off. Your PC may have its own peculiarities, but most of what you need to know is here.

States

The PC can be in one of three basic states: **On**, **Off**, or in **Sleep**. There are special forms of each of these, such as a type of Off called **Hibernate**, but the machine behaves consistently within each state.

To use the PC, it needs to be fully On. If it is in the Sleep state, it will use less energy and wake up quickly . If it is Off, you will save the most energy but it may take longer to turn on.

Indicator Light

There is a **Power indicator** in the front, with a ⏻ symbol next to it. The indicator is green when On, amber when in Sleep, and off (no color) when Off. The indicator will flash briefly while it is changing states (e.g. turning on or going to sleep).

Buttons

Next to the ⏻ symbol is the **Power button**. If the PC is Off or in Sleep, pressing this will bring it fully On. If the PC is On, the pressing it will turn it Off.

The button with a ☾ symbol (a moon) on it is the **Sleep button**. If the PC is On, pressing it will put the PC to Sleep. If the PC is in Sleep, pressing it will wake it up. If it is Off, pressing this button has no effect.

If you hold the power button for more than four seconds, the machine will reboot.

Turning it On

In addition to using the Power button, you can also turn the PC on over the network, or by a predetermined **schedule** programmed into the PC. If the PC is turned on over the network or by a schedule, the display will not be woken up.

Putting it to Sleep

You can put the PC to sleep by pressing the Sleep button or by selecting Sleep from a menu. You can also schedule it to go to sleep at a certain time, or if it is not used for a specific period of time it will go to sleep by itself.

Turning it Off

You can turn the PC off by pressing the power button, or by selecting Turn Off from a menu. You can also schedule it to turn off automatically at a scheduled time.

The Monitor

The PC display behaves similarly to the PC itself, but is simpler. It has the three states—On, Off, and Sleep—and a power button and power indicator. It does not have a sleep button. The PC puts the monitor to sleep and wakes it up.

Automatic Controls

The PC has two kinds of controls to change its state automatically. The first is a timer that counts how long it has been since the last keyboard or mouse input. After the specified "Idle Time" has passed with no activity, the system will go to sleep.

You can also schedule the PC to change state at specified times of the day. For example, it could turn on between 1 and 2am each night for data backup over the network.

Hibernate

The PC has a special form of Off called **Hibernate** which saves the state of the machine before it goes off. This makes turning the machine back on faster. When hibernating, the machine appears to be off, and in many cases, you can't distinguish hibernate from off except by turning the machine on.